



## Cadet Programs Activities Planning and Reporting

### SUMMARY OF CHANGES

#### Activity Plan Requirement

#### Introduction of NVCAPF 55 Quarterly Report

CAPR 52-16, dated 1 November 2015, is supplemented as follows:

1.7 para e. Added. Cadet Activities Planning and Reporting

3. Activity Project officers must submit for approval an operations plan to the Wing Director of Cadet Programs (DCP) a minimum of 60 days prior to any activity if it meets any of the criteria below:
  - i. High Adventure Activity (shooting, high ropes, water survival, and other similar activities as authorized by CAPR 52-16)
  - ii. Any activities with cadets involving a duration of four nights or longer.
4. The operations plan will consist of:
  - i. A completed CAPF 54 High Adventure Activity request
  - ii. A completed CAPF 31 for each cadet
  - iii. A listing of all senior members participating, including the contact information of the activity project officer.
  - iv. A completed Operational Risk Management (ORM) worksheet. (see Attachment 1)
5. In order to support the activities of units and ensure each unit is providing their cadets sufficient activities as outlined in CAPR 52-16 section 4-3, Nevada Wing has established the NVCAPF 55 Quarterly Squadron Cadet Programs Report. (See Attachment 2) The NVCAPF 55 will be completed by the Squadron Commander or the Deputy Commander for Cadets, and is to be emailed to the DCP NLT 10 January, 10 April, 10 July and 10 October.

  
Col. Carol L. Lynn, CAP, NVWG/CC

Certified 15 June 2016, Lt Col David Sellen, NVWG DCP

Supersedes: NV Supplement 52-16 15 May 2016

Distribution: 1 Each unit; 1 PCR/CC

OPR: DCP

Pages: 3

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## Attachment 2- NVCAPF 55 Quarterly Squadron Cadet Programs Report.

### Nevada Wing Quarterly Squadron Cadet Programs Report

Fiscal year quarter just completed:	FY <input type="text"/>	QTR <input type="text"/>	Unit Number:	PCR-NV- <input type="text"/>
Deputy Commander for Cadets:				
Cadet Commander:				
Unit publishes a detailed report one week prior to all meetings (CAPR 52-16 para 4-3b)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Exact internet address to acquire online cadet calendar (CAPR 52-16 para 4-3c1)				
What specific programs (open house, etc.) were conducted during the quarter? (CAPR 52-16 para 3-1) Please include successes:				
List the special events beyond the meeting held during the quarter (CAPR 52-16 para 4-3c). Events hosted by a neighboring unit or higher headquarters are not a requirement.				
List the actions completed this quarter to meet the quarterly unit goals (CAPR 52-16 para 4-2)				
What percentage of new cadets received a CAP or military orientation within 90 days of joining? (CAPR 52-16 para 4-5)				
What percentage of current cadets have not had at least one orientation night the last 12 months? (CAPR 52-16 para 4-5)				
List all Aerospace Education activities, including STEM, completed during the quarter (CAPR 52-16 fig 4-2)				
Date:		Unit Commander Name and Grade		

NVCAPF 55  
12 June 2016  
Supersedes NVCAPF 55 15 May 2016

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**E-Signed :** 06/13/2016 10:57 AM CST

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Comments: Curious to see if this is effective and worth  
implementing CAP-wide

Voting: APPROVED

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